



# MGMT8080

## Business Internship

Session 2, Fully online/virtual 2020

*Department of Management*

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### Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

### Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff Unit Convenor Stephen Erichsen <a href="mailto:stephen.erichsen@mq.edu.au">stephen.erichsen@mq.edu.au</a>
Credit points 10
Prerequisites Permission by special approval
Corequisites
Co-badged status
Unit description This unit gives students workplace experience and professional development skills to position them to better succeed in securing employment and manage their future careers. Students undertake a placement in an organisation under the guidance of a workplace mentor/supervisor and with the support of professional and academic University staff. The unit links the workplace experience to academic theory and research to maximise the benefits of both. Assessment tasks are integrated with a range of individual and interactive learning activities. Students will gain experience of the Australian workplace environment and the ability to self-manage future professional development of generic skills and specialist knowledge. The unit contributes to the development of graduate capabilities in critical, analytical and integrative thinking and professional and personal judgement and initiative.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Develop professional skills in the workplace.

**ULO2:** Manage personal contribution to an organisation.

**ULO3:** Evaluate the application of academic learning in the workplace.

**ULO4:** Manage professional learning through reflective practice and the application of research.

## General Assessment Information

Late Assessments must also be submitted through the relevant submission link on iLearn. No extensions will be granted. There will be a **deduction of 10%** of the total available marks made from the total awarded mark for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Ethical Case Study</a>	40%	No	Week 8
<a href="#">Reflective Journal - Part B</a>	40%	No	Week 12
<a href="#">Reflective Journal - Part A</a>	20%	No	Week 4

### Ethical Case Study

Assessment Type [1](#): Case study/analysis

Indicative Time on Task [2](#): 31 hours

Due: **Week 8**

Weighting: **40%**

Students will be given a workplace case study to analyse and reflect on. Students are required to submit a 1,400-1,800 word written response, explaining and demonstrating ethical thinking and professional problem solving skills.

On successful completion you will be able to:

- Manage personal contribution to an organisation.

### Reflective Journal - Part B

Assessment Type [1](#): Reflective Writing

Indicative Time on Task [2](#): 30 hours

Due: **Week 12**

Weighting: **40%**

Students will submit their completed Reflective Journal - the completed product consists of Part A and Part B. Part B should contain an updated summary of a student's workplace experience (extracted from Part A of their diary), a conclusion and a comparison of their Part A response with their actual workplace experience (i.e. have my expectations (noted in Part A) stayed the

same or changed, and why do I think it is so)?

On successful completion you will be able to:

- Develop professional skills in the workplace.
- Evaluate the application of academic learning in the workplace.
- Manage professional learning through reflective practice and the application of research.

## Reflective Journal - Part A

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 4**

Weighting: **20%**

Students are required to identify their workplace objectives (as of now) and write an introductory (Part A) to their Reflective Journal. Part A is a Journal Introduction and should contain an analysis of student workplace expectations. Length: 800 – 1,000 words

On successful completion you will be able to:

- Develop professional skills in the workplace.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

Required Text	None. Readings will be available on iLearn
Unit Web Page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
Technology Used and Required	<p>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>).</p> <p>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</p>
Delivery Format and Other Details	The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a>

Recommended readings	Recommended readings are provided via the links on the <a href="#">iLearn</a> Unit page
Inherent Requirements	None

## Unit Schedule

Please refer to iLearn

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.